

**CALIFORNIA INTEGRATED
WASTE MANAGEMENT BOARD**
SUBJECT: Acceptance of Federal Grants
ADMINISTRATIVE MANUAL
DATE: January 1993
SECTION: 5000-05
GENERAL POLICY

Government Code Section 13326 requires that every state agency requesting or preparing budgets to be submitted to the Federal Government for funds, equipment, material or services, shall, upon completion of such request or budget, first submit their request to the Department of Finance (DOF) before an application for funding is submitted to the proper Federal authority. Therefore, it is the California Integrated Waste Management Board (CIWMB) policy that when any of the CIWMB's program staff are preparing budgets to be submitted to the Federal Government, making an application for new federal grants or increases to existing federal grants, regardless of the amount, the CIWMB staff are required to have prior approval by the CIWMB Executive Director, California Environmental Protection Agency (CAL EPA) and the Department of Finance and/or the Governor's Office. For sensitive policy issues, or federal grants which require a State funding match or which may result in future costs to the State, the DOF will forward the request to the Governor's Office for final determination. On all other issues, approval is at the discretion of the appropriate Department of Finance Program Budget Manager.

AUTHORITY

Government Code Section 13326

ACCEPTANCE OF FEDERAL GRANTS
PROCEDURE

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| ORIGINATOR | 1. At least 75 days prior to the federal deadline for submitting an application to any Federal agency for Federal Grant funds, THE ORIGINATOR <u>will</u> complete the attached "Federal Grant Request" application form and transmit this form to the Budget Office along with copies of the grant application. |
| BUDGET OFFICE | 1. Ensures compliance with all administrative and statutory requirements and forwards to the CIWMB Executive Director for approval. |
| EXECUTIVE DIRECTOR | 1. Approve, disapprove, modify, or amend and, if appropriate, forward the request to CAL EPA for agency approval. |
| CAL EPA | 1. Approve or disapprove your request and, if appropriate, forward the "Federal Grant Request" to the Department of Finance or return to the CIWMB's budget office. |
| DOF AND/OR GOVERNOR'S OFFICE | 1. Has the authority to approve, disapprove, modify, or amend any such request or before it is submitted to the appropriate Federal authority.
2. Will notify the CIWMB's Budget Office of their decision. |
| BUDGET OFFICE | 1. Will notify the originator of the DOF's decision. |
| ORIGINATOR | 1. If appropriate, will submit application to the Federal Government for Federal Grant funds. |